

GSFC Configuration Change/Approval Request

1a. Initiator Name
and Code:

1b. Telephone:

1c. Email Address:

1d. Date
Submitted:

2. Responsible Organization/Individual:

3. Configured
Item:
(select one)

☐ GDMS

☐ CCMS

☐ NCR/CA

☐ AUDIT SYSTEM

☐ Product

☐ Document

Description: _____

4. Action
Requested:

☐ New Document

☐ Revised Document

☐ Other

5. Reason:

6. Other
Documents
Affected:

-- Reserved for use by Responsible Organization --

7. Priority:

☐ High

☐ Normal

☐ Low

8. Disposition:

9. Signature/Code of Authorized Individual: _____

9a. Date: _____

Instructions for GSFC Form 4-35

This form is used to issue a controlled document, revise a controlled document, or request changes to Quality Management System functions. Anyone can request such actions but disposition is made in accordance with the applicable configuration management process and subject to the approval of the appropriate authorized individual. The initiator fills in the form and sends it in either paper or electronic form to the responsible organization, such as a branch or project office. For a QMS function, an automatic email to the responsible government official is found on the opening page of its Internet website. A GSFC Form 4-35 becomes a Quality Record for the responsible organization when signed by the authorized individual.

Item 1. The initiator fills in blocks 1a through 1d as indicated.

Item 2. The responsible organization is the organizational mail code or project office that controls the document. The responsible individual's name should be filled in, if known.

Item 3. If the request relates to a listed QMS function, check the appropriate box and send to the responsible government official listed on QMS function's Internet website. If the request is for a change or release of a product or document, either: (a) describe the product by name, part number, serial number, or other available unique identification, or (b) describe the document by document number, title, and release or revision being requested.

Item 4. Describe the action being requested in as much detail as possible. If the action requested is to issue a new document, describe the purpose, applicability, and contents. If the action is a change to an existing document or QMS function, describe the change as it relates to the current configuration.

Item 5. Describe the reason for the request. For example, describe the need to issue a new document or the reasons changes are needed to an existing one.

Item 6. List other documents that will be affected by the change. For example, a change to one document may require changes to several other documents. If there are any attachments to the CCR, they should be identified here.

Item 7. The responsible organization will evaluate the action requested and the reason for the request, and assign a priority to disposition of the action. The assignment and processing of a priority will be in accordance with the applicable configuration management procedure.

Item 8. The responsible organization will describe the disposition of the request in terms of what was or was not done, including the rationale for its actions.

Item 9. The disposition will be signed and dated by the individual authorized to do so, as described in the applicable configuration management procedure.